Visaul Basic 6 Shortcuts and Hot Keys

This is a list of Visual Basic Shortcut and Hot Keys, which may be useful for the visually impaired Visual Basic Programmer.

The Visual Basic Menu Shortcut and Hot Keys I compiled on my own----the rest I pull from the Visual Basic Help File. Here's an Index to links within this document.

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Global Keyboard Shortcuts

Use the following key combinations in all development environment windows.

Note   You can change or create keyboard shortcuts in Keyboard of the Environment options in the Options dialog box.

To	Press
Activate the selected item and changes to edit mode. In an editor, displays the Object Browser.	F2
Close a menu or dialog box, cancel an operation in progress, or place focus in the current document window.	ESC
Close a tool window.	SHIFT+ESC
Close the current MDI child window.	CTRL+F4
Create a new file.	CTRL+SHIFT+N
Create a new project.	CTRL+N
Cycle through the MDI child windows one window at a time	CTRL+F6 or CTRL+TAB
Display a system menu for an MDI child window.	ALT+HYPHEN (-)
Display a system menu for the application window.	ALT+SPACEBAR
Display the Add Item dialog box where you can add new or existing items to your project.	CTRL+D
Display the Auto window and move the cursor into it.	CTRL+ALT+A
Display the Call Stack window and move the cursor into it.	CTRL+ALT+C
Display the Document Outline window and move the cursor into it.	CTRL+ALT+T
Display the Find window.	CTRL+H
Display the Find window. If there is no current Find criteria, put the word under your cursor in the Find box.	CTRL+F
Display the Immediate window and move the cursor into it. Not available if you are in the Text Editor window.	CTRL+ALT+I

Function

Display the Locals window and move the cursor into it.	CTRL+ALT+L
Display the Object Browser and move the cursor into from anywhere but an editor.	CTRL+ALT+B
Display the Output window and move the cursor into it.	CTRL+ALT+O
Display the Project Explorer and move the cursor into it.	CTRL+ALT+J
Display the Properties window and move the cursor into it.	CTRL+ALT+P
Display the Properties window.	F4
Display the Property Pages window.	SHIFT+F4 or ALT+ENTER
Display the Running Documents window and move the cursor into it.	CTRL+ALT+D
Display the shortcut menu.	SHIFT+F10
Display the Task List window and move the cursor into it.	CTRL+ALT+K
Display the Thread window and move the cursor into it.	CTRL+ALT+H
Display the Toolbox and move the cursor into it.	CTRL+ALT+X
Display the Watch window and move the cursor into it.	CTRL+ALT+W
Find next occurrence of specified text.	F3
Go to the next tool window.	ALT+F6
Go to the previous tool window.	ALT+SHIFT+F6
Move to the next MDI child window.	CTRL+SHIFT+F6
Move to the previous MDI child window.	CTRL+SHIFT+TAB
Move to the next page of items in the current tab if there are more items than can be shown at one time.	PAGE UP
Move to the previous page of items in the current tab if there are more items than can be shown at one time.	PAGE DOWN
New File	CTRL+SHIFT+N

Open a file.	CTRL+SHIFT+O
Open a project.	CTRL+O
Print all or part of the document.	CTRL+P
Run an application using the debugger.	F5
Save all of the files, project, or documents.	CTRL+SHIFT+S
Save the current document or selected item or items.	CTRL+S
Select All.	CTRL+A
Stop Break into a running an application.	CTRL+BREAK

Use the following key combinations in all Windows-based applications:

To	Press
Close the active application; if all windows are closed, close the development environment.	ALT+F4
Copy the selection to the Clipboard.	CTRL+C or CTRL+INS
Cut the selection and move it to the Clipboard.	CTRL+X or SHIFT+DELETE
Display documentation.	F1
Display the shortcut menu.	SHIFT+F10
Insert the Clipboard contents at the insertion point.	CTRL+V or SHIFT+INSERT
Move between the last two active windows.	ALT+F6
Paste the Clipboard contents at the insertion point.	CTRL+V or SHIFT+INSERT
Restore the previously undone action (Redo).	CTRL+SHIFT+Z or ALT+SHIFT+BACKSPACE
Undo the last editing action in the current line.	CTRL+Z or ALT+BACKSPACE

Global Keys

Use these key combinations in all Visual Basic windows:

Press	To
F5	Run an applications Sub/UserForm or macro.
F8	Execute code one line at a time.
SHIFT+F8	Execute statements one line at a time without stepping into <u>procedure calls</u>.
CTRL+BREAK	Stop running a Visual Basic application.
CTRL+G	Displays the **Immediate** window.
SHIFT+F5	Restart an application from the beginning after an interruption.
CTRL+TAB	Switch between windows.
ALT+F5	Runs the error handler code or returns the error to the calling procedure. Does not affect the setting for error trapping on the **General** tab of the **Options** dialog box.
ALT+F8	Steps into the error handler or returns the error to the calling procedure. Does not affect the setting for error trapping on the **General** tab of the **Options** dialog box.

Use these key combinations in all Windows-based applications:

Press	To
F1	Open Help.
ALT+F6	Toggle between the last two active windows.

ALT+F4	(Visual Basic) Close the active window; if all windows are closed, close Visual Basic.
CTRL+C or F3	Copy the selection to the **Clipboard**.
CTRL+X	Cut the selection to the **Clipboard**.
CTRL+V	Paste the **Clipboard** selection.
CTRL+Z	Undo the last edit.
SHIFT+F10	View shortcut menu.

Code Editing Keys

Use these key combinations to edit code in the **Code** window:

Press	To
CTRL+C	Copy the selected text to the **Clipboard**.
CTRL+X	Cut the selected text to the **Clipboard**.
DELETE or DEL	Delete the selected text without placing it on the **Clipboard**.
CTRL+V	Paste the **Clipboard** contents at the insertion point.
CTRL+Z	Undo the last editing action in the current line.
CTRL+Y	Cut the current line to the **Clipboard**.
CTRL+DELETE	Delete to the end of the word.
CTRL+BACKSPACE	Delete to the beginning of the word.
SHIFT+F4	**Find Next**: repeat text search down through your code. If no text search has been done, the **Find** dialog box is displayed.

SHIFT+F3	**Find Previous**: repeat text search up through your code. If no text search has been done, the **Find** dialog box is displayed.
SHIFT+TAB	Remove indent.
CTRL+N	Insert a blank line above the current line.

Code Window Keyboard Shortcuts

You can use the following shortcut keys to access commands in the **Code** window.

Description	Shortcut Keys
View **Code** window	F7
View Object Browser	F2
Find	CTRL+F
Replace	CTRL+H
Find Next	SHIFT+F4
Find Previous	SHIFT+F3
Next procedure	CTRL+DOWN ARROW
Previous procedure	CTRL+UP ARROW
View definition	SHIFT+F2
Shift one screen down	CTRL+PAGE DOWN
Shift one screen up	CTRL+PAGE UP
Go to last position	CTRL+SHIFT+F2
Beginning of module	CTRL+HOME
End of module	CTRL+END

Move one word to right	CTRL+RIGHT ARROW
Move one word to left	CTRL+LEFT ARROW
Move to end of line	END
Move to beginning of line	HOME
Undo	CTRL+Z
Delete current line	CTRL+Y
Delete to end of word	CTRL+DELETE
Indent	TAB
Outdent	SHIFT+TAB
Clear all breakpoints	CTRL+SHIFT+F9
View shortcut menu	SHIFT+F10

Code Window General Use Keys

Use these key combinations in the **Code** window:

Press	To
F1	Get context-sensitive Help on functions, statements, methods, properties, or events.
F2	Display the Object Browser.
F9	Set or remove a breakpoint.
CTRL+SHIFT+F9	Clear all breakpoints.
F5	Run an application (or continue running, if in break mode).
F8	Execute code one line at a time (single step).

SHIFT+F8	Execute code one procedure at a time (procedure step).
CTRL+BREAK	Stop running a Visual Basic application.
HOME	Move the cursor to the beginning of text in a line.
END	Move the cursor to the end of text in a line.
Double-click on the split bar	Delete the split bar.
SHIFT+F10	View shortcut menu.
SHIFT+F5	Restart an application from the beginning.
ALT+F5	Runs the error handler code or returns the error to the calling procedure. Does not affect the setting for error trapping on the **General** tab of the **Options** dialog box.
ALT+F8	Steps into the error handler or returns the error to the calling procedure. Does not affect the setting for error trapping on the **General** tab of the **Options** dialog box.
CTRL+J	Turn on **ListProperties/Methods**.
CTRL+SHIFT+J	Turn on **List Constants**.
CTRL+I	Turn on **Quick Info**.
CTRL+SHIFT+I	Turn on **Parameter Info**.
CTRL+SPACEBAR	Turn on **Complete Word**.

Code Window Navigation Keys

Use these key combinations to navigate in the **Code** window:

Press	To

CTRL+F2	Move the insertion point into the Object box.
SHIFT+F2	Go to the definition of the selected procedure.
CTRL+DOWN ARROW	Display the next procedure.
CTRL+UP ARROW	Display the previous procedure.
PAGE DOWN	Page down through the procedures in your code.
PAGE UP	Page up through the procedures in your code.
CTRL+SHIFT+F2	Go back to the last position in your code.
CTRL+HOME	Go to the beginning of the module.
CTRL+END	Go to the end of the module.
CTRL+RIGHT ARROW	Go one word to the right.
CTRL+LEFT ARROW	Go one word to the left.
END	Go to the end of the line.
HOME	Go to the beginning of the line.
CTRL+PAGE DOWN	Go to the bottom of the current procedure.
CTRL+PAGE UP	Go to the top of the current procedure.
F6	Switch between **Code** window panes (when the window is split).

Menu Shortcut Keys Available in the Code Window

Use these key combinations for menu shortcuts in the **Code** window:

Press	To
CTRL+P	**Print**

CTRL+Z	**Undo**
CTRL+V	**Paste**
DEL or DELETE	**Delete**
CTRL+F	**Find**
SHIFT+F4	**Find Next**
CTRL+H	**Replace**
TAB	**Indent**
SHIFT+TAB	**Outdent**
SHIFT+F2	**Definition**
CTRL+SHIFT+F2	**Last Position**
F2	**Object Browser**
CTRL+G	**Immediate** Window
CTRL+R	**Project Explorer**
F4	**Properties** Window
F8	**Step Into**
SHIFT+F8	**Step Over**
CTRL+F8	**Run To Cursor**
F9	**Toggle Breakpoint.**
CTRL+SHIFT+F9	**Clear All Breakpoints**
F5	Start
CTRL+BREAK	**Break**
SHIFT+F10	Shortcut menu
CTRL+S	**Save Form**

Function

CTRL+A	**Save Form As**
CTRL+F5	**Start with Full Compile**
SHIFT+F4	**Property Pages**
CTRL+D	**Add** File
CTRL+J	**List Properties/Methods**
CTRL+SHIFT+J	**List Constants**
SHIFT+F9	**Quick Watch**
CTRL+N	**New Project**
CTRL+O	**Open Project**
CTRL+I	**Quick Info**
CTRL+SHIFT+I	**Parameter Info**
CTRL+SPACEBAR	**Complete Word**

Text Editor Window Editing Keyboard Shortcuts

Use the following key combinations to edit code in the Text Editor window also referred to as the Code Editor window.

Note   You can change or create keyboard shortcuts in Keyboard of the Environment options in the Options dialog box.

To	Press
Undo the last editing action (Undo).	CTRL+Z or ALT+BACKSPACE
Correctly indent the selected lines of code based on the surrounding lines of code.	ALT+F8
Swap the current and previous lines.	ALT+SHIFT+T

Delete the selection or, if there is no selection, the character to the left of the cursor.	BACKSPACE
Find the matching brace.	CTRL+]
Delete the word to the left of the insertion point.	CTRL+BACKSPACE
Copy the selected text to the Clipboard.	CTRL+C or CTRL+INS
Delete the word to the right of the insertion point.	CTRL+DELETE
Move the cursor to the end of the list.	CTRL+END
Display the Find window. If there is no current Find criteria, places the word under your cursor in the Find box.	CTRL+F
Find the next occurrence of the current word or selection.	CTRL+F3
Display the Find window where you can replace the specified text.	CTRL+H
Move the cursor to the beginning of the list.	CTRL+HOME
Display Quick Info.	CTRL+I
Display list of members.	CTRL+J
Extend the selection to the matching brace.	CTRL+SHIFT+]
Extend the selection to the end of the document.	CTRL+SHIFT+END
Find the previous occurrence of the specified text.	CTRL+SHIFT+F3
Extend the selection to the beginning of the file.	CTRL+SHIFT+HOME
Display Parameter Info.	CTRL+SHIFT+I
Extend the selection one word to the left.	CTRL+SHIFT+LEFT ARROW
Extend the selection one word to the right.	CTRL+SHIFT+RIGHT ARROW

Swap the current and next words or transposes words around operators, for example transposes apple = fruit to fruit = apple.	CTRL+SHIFT+T
Change the selected text to uppercase characters.	CTRL+SHIFT+U
Select the current word.	CTRL+SHIFT+W
Fill in the rest of the word you are typing once you have entered enough characters for the editor to identify the word you want.	CTRL+SPACEBAR
Swap the characters around the insertion point.	CTRL+T
Change the selected text to lowercase characters.	CTRL+U
Scroll the text up one line.	CTRL+UP ARROW
Insert the Clipboard contents at the insertion point.	CTRL+V or SHIFT+INSERT
Cut the selected text to the Clipboard.	CTRL+X or SHIFT+DELETE
Delete the selected lines and place them on the Clipboard (Cut).	CTRL+M
Restore the previously undone action (Redo).	CTRL+Y or CTRL+SHIFT+Z or ALT+SHIFT+BACKSPACE
Delete the selected text without placing it on the Clipboard.	DELETE
Display next overloaded function when the Parameter Info window is displayed. Move the cursor down the list, one entry at a time, when the Member List is displayed.	DOWN ARROW
Display previously overloaded function when the Parameter Info window is displayed. Move the cursor up the list, one entry at a time, when the Member List is displayed.	UP ARROW

Display context-sensitive documentation for functions, statements, methods, properties, or events.	F1
Display help on the Text Editor window.	CTRL+F1
Find next occurrence of text specified in the Find window.	F3
Display or hide a shortcut.	Hold down CTRL and press KH
Turn the bookmarks for the current line on and off.	Hold down CTRL and press KK
Remove all bookmarks.	Hold down CTRL and press KL
Move the insertion point to the beginning of the next bookmark.	Hold down CTRL and press KN
Move the insertion point to the beginning of the previous bookmark.	Hold down CTRL and press KP
Change between box selection and stream selection mode.	Hold down CTRL and press RS
Show white space. Display and hide spaces and tab marks.	Hold down CTRL and press RW
Toggle between inserting and replacing text.	INSERT
Extend the selection down one line.	SHIFT+DOWN ARROW
Extend the selection up one line.	SHIFT+UP ARROW
Find previous occurrence of the text specified in the Find window.	SHIFT+F3
Extend the selection to the start of the current line.	SHIFT+HOME
Extend the selection to the end of the current line.	SHIFT+END
Extend your selection one character to the left.	SHIFT+LEFT ARROW
Extend your selection one character to the right.	SHIFT+RIGHT ARROW
Extend the selection down one page.	SHIFT+PAGE DOWN

Extend the selection up one page.	SHIFT+PAGE UP
Indent the selected text one tab stop to the right.	TAB
Indents the selected text one tab stop to the left.	SHIFT+TAB

Text Editor Window Navigation Keyboard Shortcuts

Use the following key combinations to navigate in the Text Editor window also referred to as the Code Editor window.

Note   You can change or create keyboard shortcuts in Keyboard of the Environment options in the Options dialog box.

To	Press
Display the GoTo Line box, where you can specify the location in the Text Editor window to which you want to move the cursor.	CTRL+G
Go to the bottom of the current window.	CTRL+PAGE DOWN
Go to the top of the current window.	CTRL+PAGE UP
Move one word to left.	CTRL+LEFT ARROW
Move one word to right.	CTRL+RIGHT ARROW
Move the cursor one character to the left.	LEFT ARROW
Move the cursor one character to the right.	RIGHT ARROW
Move the cursor up one line at a time.	UP ARROW
Move the cursor down one line at a time.	DOWN ARROW
Move the cursor to either the start of the current line or the start of the text on that line.	HOME
Move to end of the current line.	END
Move the cursor to the beginning of the document.	CTRL+HOME

Move the cursor to the end of the document.	CTRL+END
Move to next pane.	F6
Move to previous pane.	SHIFT+F6
Move the insertion point to the beginning of the page.	PAGE UP
Move the insertion point to the end of the page.	PAGE DOWN
Scroll up one line at a time.	CTRL+UP ARROW
Scroll down one line at a time.	CTRL+DOWN ARROW

VB Menu Shortcut and Hot Keys

Function	Shortcut	Keyboard Equivalent (Navigated from the VB Menu Bar)	Comment
New Project	Ctrl+N	Alt+F+N	File-New
Open Project	Ctrl+O	Atl+F+O	File-Open Project
Add Project		Alt+F+A	File-Add Project
Remove Project		Alt+F+R	File-Remove Project
Save Project		Alt+F+V	File-Save Project
Save Project As		Alt+F+E	File-Save Project As
Save Form	Ctrl+S	Alt+F+S	File-Save
Save Form As		Alt+F+A	File-Save Form AS
Print	Ctrl+P	Alt+F+P	File-Print

Function

Print Set<u>u</u>p		Alt+F+U	File-Print Setup
Ma<u>k</u>e Project		Alt+F+K	File-Make Project

<u>U</u>ndo	Ctrl+Z	Alt+E+U	Edit-Undo. Only available when editing code in the VB Code Window
<u>R</u>edo		Alt+E+R	Edit-Redo. Only available when editing code in the VB Code Window.
Cu<u>t</u>	Ctrl+X	Alt+E+T	Edit-Cut. Only available when editing code in the VB Code Window
<u>C</u>opy	Ctrl+C	Alt+E+C	Edit-Copy. Only available when editing code in the VB Code Window
<u>P</u>aste	Ctrl+V	Alt+E+P	Edit-Paste. Only available when editing code in the VB Code Window
<u>D</u>elete	Del	Alt+E+D	Edit-Delete. Only available when editing code in the VB Code Window
Select <u>A</u>ll	Ctrl+A	Alt+E+A	Edit-Select All. Only available when editing code in the VB Code Window

F̲ind	Ctrl+F	Alt+E+F	Edit-Find. Only available when editing code in the VB Code Window
Find N̲ext	F3	Alt+E+N	Edit-Find Next. Only available when editing code in the VB Code Window
R̲eplace	Ctrl+H	Alt+E+E	Edit-Replace. Only available when editing code in the VB Code Window
Indent		Alt+E+I	Edit-Indent. Only available when editing code in the VB Code Window
Outdent		Alt+E+O	Edit-Outdent. Only available when editing code in the VB Code Window
List Properties/ Met̲hods	Ctrl+J	Alt+E+H	Edit-List Properties/ Methods. Only available when editing code in the VB Code Window
Lis̲t Constants	Ctrl +Shift+J	Alt+E+S	Edit-List Constants. Only available when editing code in the VB Code Window
Q̲uick Info	Ctrl+I	Alt+E+Q	Edit-Quick Info. Only available when editing code in the VB Code Window

Function

Para<u>m</u>eter Info	Ctrl +Shift+I	Alt+E+M	Edit-Parameter Info. Only available when editing code in the VB Code Window
Complete <u>W</u>ord	Ctrl +Space	Alt+E+W	Edit-Complete Word. Only available when editing code in the VB Code Window

<u>C</u>ode		Alt+V+C	View-Code
O<u>b</u>ject	Shift+F7	Alt+V+B	View-Object
<u>O</u>bject Browser	F2	Alt+V+O	View-Object Browser
<u>I</u>mmediate Window	Ctrl+G	Alt+V+I	View-Immediate Window
Local<u>s</u> Window		Alt+I+S	View-Locals Window
Watc<u>h</u> Window		Alt+I+W	View-Watch Window
Call Stac<u>k</u>	Ctrl+L	Alt+I+K	View-Call Stack
<u>P</u>roject Explorer	Ctrl+R	Alt+I+P	View-Project Explorer
Properties <u>W</u>indow	F4	Alt+I+W	View-Properties Window
<u>F</u>orm Layout Window		Alt+I+F	View-Form Layout Window
Property Pages	Shift+F4	Alt+I+G	View-Property Pages
Toolbo<u>x</u>		Alt+I+X	View-Toolbox

Function

DataView Window		Alt+I+V	View-DataView Widow
Color Palette		Alt+I+L	View-Color Palette
Toolbars		Alt+I+T	View-Toolbars
Add Form		Alt+P+F	Project-Add Form
Add MDI Form		Alt+P+I	Project-Add MDI Form
Add Module		Alt+P+M	Project-Add Module
Add Class Module		Alt+P+C	Project-Add Class Module
Add User Control		Alt+P+U	Project-Add User Control
Add Property Page		Alt+P+P	Project-Add Property Page
Add User Document		Alt+P+D	Project-Add User Document
Add File	Ctrl+D	Alt+P+A	Project-Add File
Remove Form		Alt+P+R	Project-Remove Form
References		Alt+P+N	Project-References
Components	Ctrl+T	Alt+P+C	Project-Components
Project Properties		Alt+P+R	Project-Project Properties
Align Lefts		Alt+O+A+L	Format-Align Lefts
Align Centers		Alt+O+A+C	Format-Align Centers

Function

Align Rights	Alt+O+A+R	Format-Align Rights
Align Tops	Alt+O+A+T	Format-Align Tops
Align Middles	Alt+O+A+M	Format-Align Middles
Align Bottoms	Alt+O+A+B	Format-Align Bottoms
Align To Grid	Alt+O+A+G	Format-Align To Grid
Make Same Size Width	Alt+O+M+W	Format-Make Same Size-Width
Make Same Size Height	Alt+O+M+H	Format-Make Same Size-Height
Make Same Size Both	Alt+O+M+B	Format-Make Same Size-Both
Size To Grid	Alt+O+D	Format-Size To Grid
Horizontal Spacing Make Equal	Alt+O+H+E	Format-Horizontal Spacing-Make Equal
Horizontal Spacing Increase	Alt+O+H+I	Format-Horizontal Spacing-Increase
Horizontal Spacing Decrease	Alt+O+H+D	Format-Horizontal Spacing-Decrease
Horizontal Spacing Remove	Alt+O+H+R	Format-Horizontal Spacing-Remove
Vertical Spacing Make Equal	Alt+O+V+E	Format-Vertical Spacing-Make Equal
Vertical Spacing Increase	Alt+O+V+I	Format-Vertical Spacing-Increase

Function

Vertical Spacing Decrease		Alt+O+V+D	Format-Vertical Spacing-Decrease
Vertical Spacing Remove		Alt+O+V+R	Format-Vertical Spacing-Remove
Center In Form Horizontally		Alt+O+C+H	Format-Center In Form-Horizontally
Center In Form Vertically		Alt+O+C+V	Format-Center In Form-Vertically
Order Bring To Front		Alt+O+O+B	Format-Order-Bring To Front
Order Send To Back		Alt+O+O+S	Format-Order-Send To Back
Lock Controls		Alt+O+L	Format-Lock Controls

Step Into	F8	Alt+D+I	Debug-Step Into
Step Over	Shift+F8	Alt+D+O	Debug-Step Over
Step Out	Ctrl +Shift +F8	Alt+D+U	Debug-Step Out
Run To Cursor	Ctrl+F8	Alt+D+R	Debug-Run To Cursor
Add Watch		Alt+D+A	Debug-Add Watch
Edit Watch	Ctrl+W	Alt+D+E	Debug-Edit Watch
Quick Watch	Shift+F9	Alt+D+Q	Debug-Quick Watch
Toggle Breakpoint	F9	Alt+D+T	Debug-Toggle Breakpoint

Function

Clear All Breakpoints	Ctrl +Shift +F9	Alt+D+C		Debug-Clear All Breakpoints
Set Next Statement	Ctrl+F9	Alt+D+S		Debug-Set Next Statement
Show Next Statement		Alt+D+X		Debug-Show Next Statement
Start	F5	Alt+R+S		Run-Start
Start With Full Compile	Ctrl+F5	Alt+R+F		Run-Start With Full Compile
Break	Ctrl +Break	Alt+R+K		Run-Break
End		Alt+R+E		Run-End
Restart	Shift+F5	Alt+R+R		Run-Restart
Add Procedure		Alt+T+P		Tools-Add Procedure
Procedure Attributes		Alt+T+A		Tools-Procedure Attributes
Menu Editor	Ctrl+E	Alt+T+M		Tools-Menu Editor
Options		Alt+T+O		Tools-Options
Split		Alt+W+S		Window-Split
Tile Horizontally		Alt+W+H		Window-Tile Horizontally
Tile Vertically		Alt+W+V		Window-Tile Vertically
Cascade		Alt+W+C		Window-Cascade

Arrange Icons	Alt+W+A	Window-Arrange Icons
Contents	Alt+H+C	Help-Contents
Index	Alt+H+I	Help-Index
Search	Alt+H+S	Help-Search

Form Window Keys

Use these key combinations in the Form window:

Press	To
F7	Open the Code window for the selected object.
CTRL+C	Copy the selected controls to the Clipboard.
CTRL+X	Cut the selected controls to the Clipboard.
DEL	Delete the selected controls without placing them on the Clipboard.
CTRL+V	Paste the Clipboard contents on the form.
CTRL+Z	Undo a deletion of controls.
TAB	Cycle forward through controls in tab order.
SHIFT+TAB	Cycle backward through controls in tab order.
CTRL+CLICK	Add or remove a control from the selection.
CLICK+DRAG	Select multiple controls.
CTRL+CLICK+DRAG	Add or remove controls from the current selection.
SHIFT+CLICK	Select multiple controls.

CTRL+E	Display the Menu Editor (design time only).
F4	Display the Properties window (design time only).
CTRL+J	Bring to front (affects overlapping controls at design time only).
CTRL+K	Send to back (affects overlapping controls at design time only).
CTRL+DOWN ARROW	Move the control down one grid unit (if the grid is turned on) or one pixel (if the grid is turned off).
CTRL+UP ARROW	Move the control up one grid unit (if the grid is turned on) or one pixel (if the grid is turned off).
CTRL+RIGHT ARROW	Move the control one grid unit (if the grid is turned one)or one pixel (if the grid is turned off) to the right.
CTRL+LEFT ARROW	Move the control one grid unit (if the grid is turned on) or one pixel (if the grid is turned off) to the left.

To deselect all controls, click the form. To select controls in a container, first deselect the container and then CTRL+CLICK+DRAG around the desired controls.

Menu Editor Keys

Use these key combinations in the Menu Editor:

Press	To
TAB	Cycle forward through the boxes and buttons.
SHIFT+TAB	Cycle backward through the boxes and buttons.
ENTER	Cycle forward through menu items.
ALT+R	Move an item to a lower level in a hierarchical menu.
ALT+L	Move an item to a higher level in a hierarchical menu.
ALT+U	Move an item one line up.

ALT+B	Move an item one line down.

Use these key combinations when the Shortcut list box has the focus in the Menu Editor:

Press	To
F4	Open or close the list.
ALT+DOWN ARROW	Open or close the list.
ALT+UP ARROW	Open or close the list.
END	Move to the last item in the list.
HOME	Move to the first item in the list.

Summary

I hope you've enjoyed this article.